

Message Text

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ACTION EUR-12

INFO OCT-01 ISO-00 EB-08 IO-14 /035 W
-----036593 241349Z /41

R 241304Z JUL 78

FM USMISSION USNATO
TO SECDEF WASHDC
SECSTATE WASHDC 3025
CDRNSSG US SHAPE BE

UNCLAS SECTION 01 OF 02 USNATO 07111

DEF FOR C/PLANS & PROGRAMS OFFICE, ODAS(A)/OASD(C); STATE
FOR EUR/RPM; NSSG FOR CPO

E.O. 11652: NA

TAGS: APER, AORG, NICSMA

SUBJECT: NICSMA VACANCY FOR CONTRACT SPECIALIST (A.2)

REF: USNATO 10437

1. NATO HAS ANNOUNCED VACANCY FOR A.2 POST OF CONTRACT
SPECIALIST, CONTRACTING BRANCH, NICSMA. CPO NSSG(US)
EVALUATES THE POSITION TO BE CONTRACT SPECIALIST
GS-1102-11. NOMINATIONS ARE DUE NOT LATER THAN 18 AUG 78.

2. DESCRIPTION OF DUTIES FOLLOWS:

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BEGIN TEXT

DUTIES: UNDER THE DIRECT SUPERVISION OF THE SENIOR

- CONTRACT SPECIALIST, PERFORMS THE FOLLOWING
- DUTIES IN THE CONTRACTING BRANCH:

- - DEPUTISES FOR SENIOR CONTRACT SPECIALIST
- WHEN REQUIRED;

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- - ASSISTS IN THE PREPARATION OF INTERNATIONAL
- INVITATIONS FOR BID AND PRICE QUOTATIONS IN
- RESPECT OF SPECIFIC NICS SUB-SYSTEMS/PROJECTS;
- - MONITORS PROGRESS IN RESPECT OF SPECIFIC
- CONTRACTS FOR NICS SUB-SYSTEMS/PROJECTS FOR

- WHICH HE IS GIVEN RESPONSIBILITY - INCLUDING
- EFFECTING NECESSARY CO-ORDINATION BETWEEN
- CONTRACTS AND OTHER AGENCIES IN ORDER TO
- ENSURE COMPLIANCE AND TIMELY PERFORMANCE
- OF CONTRACT TASKS INCLUDING DELIVERY OF
- EQUIPMENT, SUBMISSION OF TECHNICAL MANUALS,
- PROVISIONING REQUIREMENTS, MODIFICATION
- WORKS OR OTHER CONTRACTUAL REQUIREMENTS;

- - WHEN DESIGNATED BY SENIOR CONTRACT SPECIALIST,
- PERFORMS AS CONTRACT ADVISER TO A NICSMA
- PROJECT MANAGER AND/OR PROJECT TEAM;

- - ASSISTS CONTRACTORS IN OBTAINING CLARIFICATION
- OF CONTRACT REQUIREMENTS WHEN NECESSARY;

- - PERFORMS AUTHENTICATION OF INVOICES AND
- PAYMENT VOUCHERS TO THE APPROPRIATE PAYING
- AUTHORITY IN RESPECT OF THOSE CONTRACTS FOR
- WHICH HE IS GIVEN RESPONSIBILITY.

QUALIFICATIONS:

- SHOULD HAVE A MINIMUM OF ONE YEAR'S EXPERIENCE
 - AS A CONTRACTING AGENT IN GOVERNMENTAL OR NATO
 - AGENCIES, DEALING WITH THE PROCUREMENT OF CIVIL
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- AND/OR MILITARY COMMUNICATIONS SYSTEMS. SHOULD
- DESIRABLY HAVE HAD INDUSTRIAL/CONTRACTING
- EXPERIENCE AND BE FAMILIAR WITH INTERNATIONAL
- COMPETITIVE BIDDING PROCEDURES.
- FLUENT IN ONE OF THE TWO NATO OFFICIAL
- LANGUAGES AND A WORKING KNOWLEDGE OF THE
- OTHER. (NOTE: FOR INFORMATION, THE WORK,
- BOTH ORAL AND WRITTEN, IN THIS POST AND IN
- NICSMA AS A WHOLE, IS CONDUCTED MAINLY IN
- ENGLISH.)

NOTE 1: THE SUCCESSFUL CANDIDATE WILL BE OFFERED

- A LIMITED DURATION CONTRACT NOT EXCEEDING
- THREE YEARS' DURATION (WHICH MAY BE RENEWED
- BY MUTUAL CONSENT).

NOTE 2: SERVING CIVILIAN MEMBERS OF THE INTERNATIONAL

- STAFF AND AGENCIES WILL BE OFFERED REASSIGNMENT
- CONTRACTS IN ACCORDANCE WITH THE CIVILIAN
- PERSONNEL REGULATIONS.

END TEXT.

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3. USNATO ALSO HAS RECEIVED LETTER, QUOTED BELOW, FROM THE DEPUTY DIRECTOR GENERAL, NICSMA, CONCURRING WITH MISSION RECOMMENDATION THAT U.S. RECRUIT FOR THIS CONTRACTING SPECIALIST VACANCY. NICSMA LETTER READS AS FOLLOWS:

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TO SECDEF WASHDC
SECSTATE WASHDC 3026
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BEGIN TEXT

1. REQUEST THAT US AUTHORITIES NOMINATE A US CITIZEN AGAINST NICSMA POST CO-2-2-1, A2 CONTRACT SPECIALIST, ADVERTIZED IN NICSMA VACANCY NOTICE A1(78)266, CLOSING DATE 18 AUGUST 1978.

2. AN EXCEPTION TO POLICY TO HIRE TWO A2 CONTRACT SPECIALISTS (NICSMA POSTS CO-1-1-1 AND CO-1-2-1), NICSMA ANNOUNCEMENT A1(77)815, 16 SEP 77, WAS APPROVED IN LATE 1977; HOWEVER, THE CONTRACTING BRANCH CHIEF AND THE DIRECTOR GENERAL, NICSMA, AGREED TO HOLD THE SELECTION FOR THESE POSTS IN ABEYANCE PENDING THE OUTCOME OF THE SPRING 1978 MANPOWER SURVEY. AS A RESULT OF THAT SURVEY, THE DECISION WAS MADE NOT TO FILL THESE TWO POSITIONS. THE NEED, HOWEVER, FOR US EXPERTISE IN THE CONTRACTING BRANCH STILL EXISTS. JUSTIFICATION FOR NOMINATING A US CANDIDATE AGAINST NICSMA POST CO-2-2-1 IS THE SAME AS STATED IN OUR PREVIOUS REQUEST AND IS REPEATED BELOW.

3. JUSTIFICATION FOR THIS REQUEST:

(A) THE MAJORITY OF CONTRACTS IN NICSMA ARE WITH US FIRMS.

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(B) THE NICSMA PROCUREMENT REGULATIONS ARE BASED UPON
US ARMED SERVICES PROCUREMENT REGULATIONS.

(C) THE NICSMA GENERAL CLAUSES, WHICH ARE IN ALL NICSMA
CONTRACTS, ARE BASED UPON AND ALMOST IDENTICAL TO US
GENERAL CLAUSES. THESE CLAUSES ARE OFTEN QUITE
COMPLICATED AND THOSE WHO HAVE HAD EXPERIENCE IN INTER-
PRETING AND IMPLEMENTING THEM HAVE A DISTINCT ADVANTAGE.
ONLY PERSONNEL WHO HAVE EXPERIENCE WORKING FOR THE US
GOVERNMENT PURCHASING ACTIVITIES WOULD HAVE THE EXPERIENCE
OF DEALING WITH US PROCEDURES; E.G., US ACCOUNTING
PROCEDURES WHICH OFTEN ARE QUITE DIFFERENT FROM THE
PROCEDURES OF EUROPEAN COMPANIES.

(D) MORE AND MORE CHANGES, MODIFICATIONS, ETC., ARE
TO BE IMPLEMENTED TO THE PRESENT US NICSMA CONTRACTS.
THESE INVOLVE DISCUSSIONS WITH CONTRACTOR PERSONNEL,
DCASR, AND DCAA PERSONNEL WHO ARE ALL INTIMATELY
FAMILIAR WITH THE FINE POINTS OF THE US APPROACH TO
ACCOUNTING PROCEDURES, COST AND PRICE ANALYSIS, AND
TO THE CONTRACT CLAUSES INVOLVED.

(E) IT IS CONSIDERED NECESSARY TO HAVE AT LEAST SOME
PERSONNEL IN THE NICSMA CONTRACTING BRANCH WHO HAVE THIS
EXPERIENCE AND CAN ACCORDINGLY ADVISE OTHERS OF DIFFERENT
NATIONALITIES OF THE FINE POINTS INVOLVED.

(F) OF INTEREST TO NOTE, THE CONTRACTING BRANCH IS
NOW COMPOSED OF THE FOLLOWING CONTRACTS PERSONNEL:
ONE GERMAN, ONE DUTCH, EIGHT ENGLISH, FOUR BELGIAN,
ONE FRENCH, ONE TURKISH, AND TWO US PERSONNEL.

END TEXT.

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4. IF DECISION IS TO RECRUIT, PLEASE INFORM USNATO DATE
WHEN NOMINATIONS WOULD BE FORTHCOMING FOR THE A.2 VACANCY.
IF NECESSARY, MISSION WILL REQUEST NATO ADMIN TO EXTEND
INTERNATIONAL ADVERTISEMENT CLOSING DATE ACCORDINGLY.

5. FYI: AS INDICATED IN REF CABLE, A MILITARY DEPENDENT

RESIDING IN BRUSSELS APPEARS TO HAVE REQUIRED QUALIFICATIONS
AND WISHES TO APPLY. BENNETT

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Disposition History: n/a
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